



Risk Management and Risk Reduction Plan

ASTD San Diego 2011

Name: _____ Board Position: President

Instructions. For each risk listed or added, please determine the likelihood that this risk could happen, using the following scales:

Likelihood Scale:

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- 1 Remote – has never happened to our knowledge

Severity Scale:

- 5 Causes the death of a member or guest
- 4 Puts the chapter out of business
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Activity and Risks	Likelihood	Severity	Risk Reduction Plan
Board of Directors			
Board member resigns			
No event as a result of resignation			
President-elect unavailable to step into President role			
President unable to fulfill his/her commitment			
Quorum not in attendance for voting			
Strategic planning does not occur			
BOD does not attend orientation			
Employees			
Failure to perform to expectations			
Theft			
Conflict of interests			
Unable to receive timely information			
No contract in place or contract is confusing or inaccurate			
Liability			
Theft / loss due to board member decisions			
Natural Disaster			
Temporary loss of communication			
Inability to collect member dues			
Decrease in membership			
Members physically, emotionally or financially impacted			
Inability to conduct "business-as-usual"			
Membership			
Significant drop in membership within short span			
Budget/Finances			
Budget not balanced			
Anticipated shortfalls in financial goals			
Board members don't submit budgets on time			
Other			

Notes:



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ASTD San Diego 2011

Name: _____ Board Position: President-Elect

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Activity and Risks	Likelihood	Severity	Risk Reduction Plan
Officer elections			
Elections not conducted on time			
Member not selected becomes disgruntled			
Not enough candidates for BOD roles			
More open positions available than forecasted			
No candidate identified for President-Elect			
CORE			
CORE requirements not completed by December 31			
Transition & Succession Planning			
President unable to complete term			
BOD cannot attend strategic planning event(s)			
Chapter meeting does not occur to hold election			
Quorum not present for election.			
Newly elected BOD member turns over prior to start of term			
Other			

Notes:



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ASTD San Diego 2011

Name: _____ Board Position: Past-President

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Activity and Risks	Likelihood	Severity	Additional Stakeholders
Officer elections			
President does not leverage best practices, By Laws, etc.			
President and President-elect are unavailable to fulfill their roles.			
Past President is unable to fulfill their term.			
Prior commitments are not kept with vendors, stakeholders, etc. from term.			
Past President was unable to transition relationships and other key information formally.			
Past President not removed from signature card			
Other			

Notes:



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ASTD San Diego 2011

Name: _____ Board Position: Chief Financial Officer

Instructions. For each risk listed or added, please determine the likelihood that this risk could happen, using the following scales:

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Activity and Risks	Likelihood	Severity	Risk Reduction Plan
Money collection			
Theft of funds collected			
Cash not posted correctly			
Money and cards forgotten by member at event			
Cash lost			
Credit card declined			
Credit card receipts and records lost			
CC number taken and used for identity theft			
Card expired			
Funds double charged to account			
Not sufficient funds in checking account			
Inaccurately completed check(s)			
Identification not verified			
Embezzlement of funds			
Expenditures			
Over budget			
Expense not budgeted			
Director unaware of budget			
Unavailable cash flow for expense			
No one available to sign or approve expense			
Reporting			
Tax information not filed			
Annual report not completed on time			
Audit not completed			
Other			

Notes:



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ASTD San Diego 2011

Name: _____ Board Position: Secretary

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Activity and Risks	Likelihood	Severity	Risk Reduction Plan
Maintaining Board Meeting Minutes			
Secretary is unable to make it to the Board Meeting and therefore Meeting Minutes are not documented			
Web Portal is down and the Minutes cannot not be posted for Members or Board Members to view			
Web Portal crashes and all past Minutes are lost			
Maintaining Important Board Documents			
Jump Drive and/or portal containing all hard copy documents is lost/crashes (e.g.: meeting minutes, contracts, etc)			
Other			

Notes:



Risk Management and Risk Reduction Plan

ASTD San Diego 2011

Name: _____ Board Position: Communications Director

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Activity and Risks	Likelihood	Severity	Risk Reduction Plan
Publishing Monthly Newsletter			
Postage rates increase			
Printing costs increase			
Newsletter arrives late			
Creating Monthly Newsletter			
Insufficient content provided by members			
Event information submitted for publication is inaccurate			
Chapter meeting speaker does not submit an article			
Computer problems make it difficult to produce newsletter			
Newsletter Director is unable to produce newsletter due to illness or other issue			
No Newsletter Director is found for 2009 - 2010			
Other			

Notes:



Risk Management and Risk Reduction Plan

ASTD San Diego 2011

Name: _____ Board Position: Marketing Director

Instructions. For each risk listed or added, please determine the likelihood that this risk could happen, using the following scales:

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Activity and Risks	Likelihood	Severity	Risk Reduction Plan
Marketing of chapter and events			
Website becomes unreliable			
Communication not sent timely			
Incorrect information			
Information not available			
Website becomes unreliable			
Inaccurate e-mail address			
Emails not sent on time			
Inaccurate information appears in communication			
Inaccurate phone numbers			
Not enough volunteers to call			
Chapter website			
Shopping cart not functioning properly			
Inaccurate information appears in communication			
No website coordinator			
Host becomes unavailable			
Not user friendly application			
Member benefits & functions not available			
Other			

Notes:



Risk Management and Risk Reduction Plan

ASTD San Diego 2011

Name: _____ Board Position: Programs Co-Directors

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Activity and Risks	Likelihood	Severity	Risk Reduction Plan
Conducting Monthly Programs			
Raise price of facility			
Less show than guaranteed			
Potential of injury			
Higher attendance than planned			
Room not set on time or set improperly			
Lunch not ready on time			
Volunteers do not appear for registration			
Speaker fails to appear			
Incorrect dates/location published for meeting			
Strike at hosting hotel			
Earthquake, Fire , or other disaster			
AV or PA systems not working properly			
Other			

Notes:



Risk Management and Risk Reduction Plan

ASTD San Diego 2011

Name: _____ Board Position: Conference Director

Instructions. For each risk listed or added, please determine the likelihood that this risk could happen, using the following scales:

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Activity and Risks	Likelihood	Severity	
YTL Conference			
Unprofitable activity			
Cannot secure keynote speaker			
Unable to find appropriate speakers			
Speaker(s) do not show			
Speakers are not well received by participants			
Program not aligned with participant expectations			
Low attendance			
Unable to generate enough vendors to make EXPO profitable			
Not enough volunteers			
Unable to secure satisfactory conference site			
Food and Beverage requirements are too high			
AV rentals exceed budget			
Parking costs are excessive			
Conference support services are inadequate or poor			
Unable to find cost effective printer for conference program			
Conference program is not delivered on time			
EXPO vendors do not show up on time or meet requirements			
Participants unable to register online			
Meeting rooms are too crowded or noise from other rooms is annoying			
Other			

Notes:



Risk Management and Risk Reduction Plan

ASTD San Diego 2011

Name: _____ Board Position: Membership Director

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Activity and Risks	Likelihood	Severity	Risk Reduction Plan
Meet & Mingles			
Location changes too frequently			
Other groups are present			
Dates/location posted incorrectly			
Location becomes unavailable			
Low attendance			
No follow-up from meeting			
Facilitator becomes unavailable			
Volunteers			
Not enough volunteers to run chapter activities			
Key volunteer position(s) hard to fill and remain open for an extended period of time			
Board member(s) do not have successors			
Ineffective request and fulfillment process			
New Members			
Low new member rate			
Low new student member rate			
Low member participation			
Potential members unaware of value			
Low attendance at new member orientation			
New members do not feel welcome			
New members cannot locate information easily on website			
New member packets lack easy access			
New member packets become outdated			
Member Retention			
High level of membership non-renewals			
High level of CBS renewal issues or problems			
Membership information on website and marketing materials are outdated			
Members do not feel engaged			
Survey Coordination			
Survey not conducted on annual basis			
Survey data not analyzed correctly			
Survey data not reported to members			
Survey data not considered for strategic planning			
Other			

Notes:



Risk Management and Risk Reduction Plan

ASTD San Diego 2011

Name: _____ Board Position: Professional Development Director

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Activity and Risks	Likelihood	Severity	
Mentor Program			
Not enough mentors			
Not enough protégés			
No location to hold meetings			
Workshops			
Poor quality of curriculum and/or instructors			
Workshop causes chapter to lose money			
Instructor cancels upcoming workshop			
Poor location			
Location is unavailable due to unforeseen incident			
SIGs			
Not enough interest			
No moderator to lead SIG that members want			
Need to change meeting site			
Costs of meeting site become excessive			
Other			

Notes:



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Activity and Risks	Likelihood	Severity	Risk Reduction Plan
Chapter Website			
Website goes down			
Internet speed is adversely affected			
Information is outdated or incorrect			
Links aren't properly working			
FTP service not functioning correctly			
Members can't log on to site			
Copyright materials inappropriately utilized			
ISP goes out of business			
Chapter Meetings, Workshops, Webinars, YTTL			
AV is not properly setup or fails during event			
Webinar service malfunctions			
Members attendees cannot register or logon			
Links don't properly work			
Downloads or uploads not working			
Other			

Notes: